Policy
Procedure
College Standard
Standard Operating Procedure
Guideline
Local Practice

Procedure Title	Procedure Number	
Academic Standing	**E-1.03**	
Executive Responsible	Administrator Responsible	
Vice President Academic	**Registrar**	
Approving Body	Approval Date	Date of Next Review
Education Council	**October 13, 2026**	**October 2031**
Associated Policy and Resources		
Academic Standing Policy		

PURPOSE

This procedure defines how the College assesses academic standing, establishes academic standing categories, and outlines the process and actions taken when students do not meet minimum academic standards.

PROCEDURE

1. Academic Standing Assessment Criteria

1.1 The College of New Caledonia ("CNC" or "the College") will assess academic standing as follows:

a) Upon completion of nine (9) credits of coursework following a student's first admission to CNC, and at the end of each academic term thereafter
b) Using only grades assigned by CNC
c) Using only standard letter grades A+ through F

2. Good Academic Standing

2.1 Students are in Good Academic Standing if both their Term Grade Point Average (TGPA) and Cumulative Grade Point Average (CGPA) are 2.0 or higher, or if they have not yet completed nine (9) credits at CNC.

2.2 "Good Academic Standing" is recorded on the student's permanent record for each term where this standing is assigned.

2.3 Students return to good academic standing from any of the statuses listed below when both TGPA and CGPA are at or above 2.0.

3. Academic Alert

3.1 Students with a TGPA and/or CGPA of less than 2.0 are placed on Academic Alert and will be notified by email.

3.2 "Academic Alert" is recorded on the student's permanent record.

3.3 Academic Alert serves as an early warning to students regarding the risk of progression to Academic Probation and encourages students to seek out services, at the College or elsewhere, to support their learning.

4. Academic Probation

4.1 Students with a CGPA of less than 1.67, and who are or have previously been on Academic Alert, are placed on Academic Probation. Students will be notified by email from the Office of the Registrar.

4.2 Students who are placed on Academic Probation are required to meet with an Academic Advisor.

4.3 "Academic Probation" is recorded on the student's permanent record.

5. Required to Withdraw

5.1 Students on Academic Probation are Required to Withdraw (RTW) if they receive a CGPA of less than 1.59 and a TGPA of less than 1.67.

5.2 Students will be notified by email from the Office of the Registrar.

5.3 "Required to Withdraw" is recorded on the student's permanent record.

5.4 Students with RTW status must withdraw from the College of New Caledonia for a minimum of one academic term (Fall or Spring).

a) Where a student has previously been assigned RTW status, the College may require a withdrawal period exceeding one academic term.

5.5 Students who are registered in a subsequent term at the time RTW status is assigned will be deregistered from that term and refunded in accordance with the *Student Refund Policy E-1.15*.

5.6 Students with RTW status:

a) May not enrol in any CNC credit courses and are not eligible for admission, except for academic upgrading and continuing education non-credit courses.

b) Will have any current admission offers revoked.

c) May apply for re-admission after a minimum of one (1) Fall or Spring term through the standard application process.

6. Re-Admission After Required to Withdraw Status

6.1 Students with RTW status must reapply to the College and pay the applicable application fee.

6.2 Students readmitted following a RTW status are placed on Academic Probation and are subject to the conditions of Academic Probation.

6.3 Students may not be eligible for re-admission to programs that have been cancelled or suspended. Re-admission will depend on the availability of a viable pathway for the student to complete the program.

6.4 Students returning to the College after more than three (3) years following RTW status may request that the Registrar assess their academic standing for their first term of return independent of their previous academic standing.

Definitions and Acronyms	
Academic Alert	A status assigned to students who are underperforming and/or having difficulty and without intervention or change may not meet academic standards or progression requirements.
Academic Standing	A measure of how a student is doing in their program. It's based on their term GPA (TGPA) and cumulative GPA (CGPA) and is checked at the end of each academic term.
Academic Probation	The status assigned to a student who has not met the minimum college grade point average requirements.
Permanent Record	The official record of a student's academic history and other matters designated by College policy for permanent retention.
Cumulative Grade Point Average (CGPA)	The grade point average calculated from all the final grades of all credit courses taken by a student since first admission to the College.
Good Academic Standing	The status assigned to a student who is not subject to academic alert, academic probation, required to withdraw, or suspension.
Term Grade Point Average (TGPA)	The grade point average calculated from all the final grades of all credit courses taken by a student within the defined academic term.
Required to Withdraw (RTW)	The status of a student who has not achieved the minimum academic standing in a term immediately following a term in which the student was on Academic Probation.
Supporting Information	
Related Policies, Forms, Documents, Websites	CNC Online Calendar Evaluation of Student Learning Policy E-1.50 Grade Appeal Policy E-1.20 Grading System Policy E-1.22 Student Refund Policy E-1.15
Acts and Regulations	BC College & Institute Act, RSBC 1996, c 52, s 24(2)(c)